



**OFFICE OF THE COCONINO COUNTY, ARIZONA BOARD OF SUPERVISORS AND THE
BOARD OF DIRECTORS OF THE KACHINA VILLAGE IMPROVEMENT DISTRICT**

March 7, 2017

WORK SESSION MINUTES

1:15 p.m. – Work Session

**First Floor Conference Room
219 E. Cherry Ave. Flagstaff, AZ**

Present: Vice Chairman Matt Ryan, Supervisor Art Babbott, Supervisor Jim Parks and Supervisor Lena Fowler. Chairwoman Elizabeth C. Archuleta joined the meeting by telephone conference at 2:42 p.m. and left the meeting at 4:05 p.m.

Also Present: County Manager Cynthia Seelhammer, Deputy County Manager Mike Townsend, Deputy County Attorney Rose Winkeler, and Clerk of the Board of Supervisors Wendy Escoffier.

Vice Chairman Matt Ryan called the meeting to order at 1:20 p.m.

Work Session

Motion: Resolve as the Kachina Village Improvement District Board of Directors, **Action:** approve, **Moved by:** Supervisor Babbott, **Seconded by:** Supervisor Parks. The motion passed unanimously.

17. Presentation and discussion on the process used to analyze and prepare KVID's pending Rate Study. **KVID**

Presenters: Public Works Director Lucinda Andreani, KVID Manager Sam Mossman, Consultant Thomas J. Bourassa, C.P.A., and Steve Wene, Attorney with Moyes, Sellers and Hendricks.

PowerPoint: Kachina Village Improvement District Rate Study.

Director Andreani provided introductory comments regarding Kachina Village Improvement District (KVID) and the future needs of the district.

Mr. Wene made statements to the Board regarding the work he is doing for the KVID rate structure.

County Manager Seelhammer stated these are considerable steps toward the goal of having KVID stand on its own.

KVID Manager Mossman made additional introductory comments about the project and introduced Mr. Bourassa.

Mr. Bourassa provided his education, certifications, and work experiences to the Board. He used the PowerPoint to discuss the rate study, financial planning, the cost of service, rate design, and rate setting.

Mr. Wene provided information regarding charging customers based on water usage.

Supervisor Babbott provided information regarding water usage and his philosophical thoughts on incremental increases based on water usage and how that effects water users. He talked about income and equity related to efficient uses of water resources.

Mr. Bourassa and the Board of Supervisors discussed water usage and rate structure based on usage. Mr. Bourassa provided future tasks and benchmarks in the rate study project.

Mr. Wene gave closing comments.

KVID Manager Mossman responded to questions regarding outreach to the community and answered questions from individual Board members.

In response to Mr. Bourassa's request for additional direction regarding the rate structure related to amount of use, Vice Chair Ryan stated the Board of Supervisors wants to pursue conservation measures and agrees to increasing rates in a tier model. Vice Chairman Ryan also said a tiered rate structure model is included in the area plan. The Board and Mr. Bourassa continued to discuss water usage, rate tiers and conservation.

Supervisor Babbott explained his thoughts regarding water charges and talked about the "energy surcharge." After 10 minutes of additional discussion with the Board, staff members and consultants, Vice Chairman Ryan announced they were behind schedule and needed to move forward. Chairwoman Archuleta joined the meeting via telephone at 2:42 p.m.

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director Parks, **Seconded by:** Director Fowler. The motion passed unanimously.

18. Presentation and discussion on the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) Coconino County Taxi Vouchers. **Public Affairs**

Presenters: NAIPTA Executive Director Jeff Meilbeck, NAIPTA Planner Kate Morley

PowerPoint: NAIPTA's Role in County Mobility.

County Manager Cynthia Seelhammer and Mr. Meilbeck provided introductory remarks. Mr. Meilbeck provided basic information about NAIPTA and the master intergovernmental agreement for NAIPTA to function.

NAIPTA Planner Morley used a PowerPoint to provide information about the taxi voucher program including the origin of the trips, use, and cost. She spoke about needing direction from the County Board of Supervisors and the public outreach done so far.

Supervisor Babbott stated he is currently serving as the chairman of NAIPTA and NAIPTA needs direction from the Board of Supervisors on the topic of taxi voucher program.

NAIPTA staff answered various questions from individual Board members regarding funding and demand, and boundary/service areas.

In response to a suggestion from Supervisor Babbott to use the Community Services' van and other resources to provide transportation to the Williams area, County Manager Cynthia stated the Community Services' van has specific restrictions. She also explained that the extra money budgeted by the County to NAIPTA last year, \$5,000 in additional funds, was not enough as an anticipated grant did not get awarded and ridership and use of the services has increased.

The Board, County Manager Seelhammer, and NAIPTA representatives talked at length about the costs and options so NAIPTA can continue to operate and stay within their budget for the current year.

Supervisor Babbott outlined three options; run the program until it is out of funds, reduce the number of trips for people, or reduce service area to stay within the original NAIPTA IGA. He also suggested reducing the number of trips for people outside of the NAIPTA service area and reduce the number of in-service area trip, not accept new people into program, and look for additional funding and partners.

Supervisor Fowler stated participants needed to be educated if the service is no longer provided outside of the service area and if changes are made in FY 18 for participants. NAIPTA Planner Morley clarified that the outreach being conducted is for this year and for Fiscal Year 2018.

Supervisor Ryan recounted that during the FY16 budget talks regarding NAIPTA, the Board directed that NAIPTA operate within its budget. He talked about the increase in ridership.

Chairwoman Archuleta requested additional information related to the number of riders who are paratransit, how many live where there is taxi service and requested innovative solutions.

Board direction:

NAIPTA to stay within the budget for Fiscal Year 2017 by using a combination of the various options as discussed and, research innovative solutions. The Board also requested additional information related to the number of riders who are paratransit and how many live where there is taxi service.

19. Discussion on Public Works Department's community cleanup voucher. **Public Works**

Presenters: Public Works Director Lucinda Andreani, Deputy Public Works Director Mike Lopker

PowerPoint: Solid Waste Community Cleanup Program.

Director Andreani provided a comprehensive introduction of the topic.

Deputy Director Lopker introduced guests; City of Flagstaff Solid Waste Manager Todd Hansen, City of Williams Public Works Director Kyle Christensen, and City of Williams Solid Waste Manager Joe Pettit, and Coconino County Solid Waste Director Ron Hollamon.

Chairwoman Archuleta provided information regarding the reduction of federal funds that have been used to assist with community wildfire defense cleanups in the past

Mr. Lopker provided information related to how cleanups are presently conducted including costs. He provided an overview of the proposed process including benefits and negative features of the proposed voucher program. He reviewed a chart of the cost comparisons of the current program and proposed voucher program.

Vice Chairman Ryan stated that these cleanups used to be funded with Community Grant funds and spoke of the importance of cleaning and disposing of yard waste for fire protection

Supervisor Archuleta left the meeting at 4:05 p.m.

Board Direction:

Move forward with the voucher program with two vouchers per property owner to be used during a 3-week period of time in lieu of the community clean-up days.

Supervisor Fowler thanked Public Works staff for providing a great need creatively to the community. She thanked the County's partners; City of Flagstaff and Williams.

Vice Chairman Ryan called for a break at 4:15 pm and reconvened the meeting at 4:28 p.m.

20. Presentation and discussion on proposed revisions to the Code Enforcement Ordinance.
Community Development

Presenters: Jay Christelman, Community Development Director

PowerPoint: Code Enforcement Ordinance Work Session.

County Manager Cynthia Seelhammer provided introductory comments related to the proposed ordinance.

Director Christelman explained why the County needs the ordinance and used a PowerPoint to review the proposed enforcement ordinance. He provided information and answered questions based on a scenario presented by Supervisor Babbott, with Supervisor Babbott suggesting 45 days to comply with a violation notice is too long for quality of life and life/safety issues.

Christopher Laws, Compliance Manager for the Community Development Department, answered questions from the Board and explained how the proposed enforcement code would work for professional contractors.

Supervisor Parks said the proposed code may not be suitable for some of his constituents who live on large parcels. He talked about structures built in the 1960's and World War II memorabilia stored on property.

Director Christelman explained how the enforcement code would be applied related to grandfathered structures and said the process is complaint driven. He provided examples of when the department has discretion. Mr. Laws said the notice of violation is a last resort.

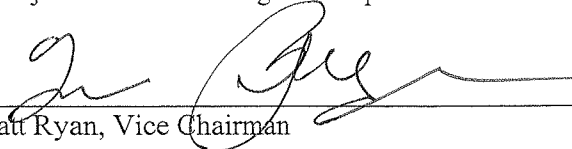
Director Christelman said the Planning and Zoning Commission will conduct a public hearing on the proposed code in April and then it will come to the Board for a second public hearing and final approval.

21. Roundtable: To be discussed (Pursuant to A.R.S. § 38-431.02(H), these matters will not be acted upon)

County Manager, staff and the Board discussed agenda planning documents and posting for possible quorums.

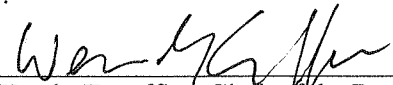
Staff and individual Board members provided updates regarding various meetings and activities which included a very brief legislative update by Public Information Officer Matt Rudig.

There being no further discussion, Vice Chair Ryan adjourned the meeting at 5:28 p.m.


Matt Ryan, Vice Chairman

(SEAL)

ATTEST:


Wendy Escoffier, Clerk of the Board

